

TROUBLESHOOTING

HOW TO MAKE A PAYMENT ONCE YOU HAVE SIGNED UP

1. Locate and pull up your Wildlands Studies confirmation email.
Subject: Submission Completed
2. Click on (or paste into your browser) the link within the email. Should look something like this:

[https://registration.campbrain.com/Default.aspx?H=Wildlands Studies](https://registration.campbrain.com/Default.aspx?H=Wildlands_Studies)

3. Log In with your username & password. If you have forgotten your username & password click the “*Forgot your username or Password?*” link
4. After you login you will see the screen below.

Welcome lauren | [Logout](#)

Wildlands Studies

Wildlands Studies

[Home](#) [Account Details](#)

Start a new Application

Application for...
Wildlands Studies Spring 2010 - Spring 2011

Continue an Application in Progress

Application for...	Name(s)	Last Updated	
Wildlands Studies Spring 2010 - Spring 2011		May 14, 2010	Cancel this

View Completed Applications

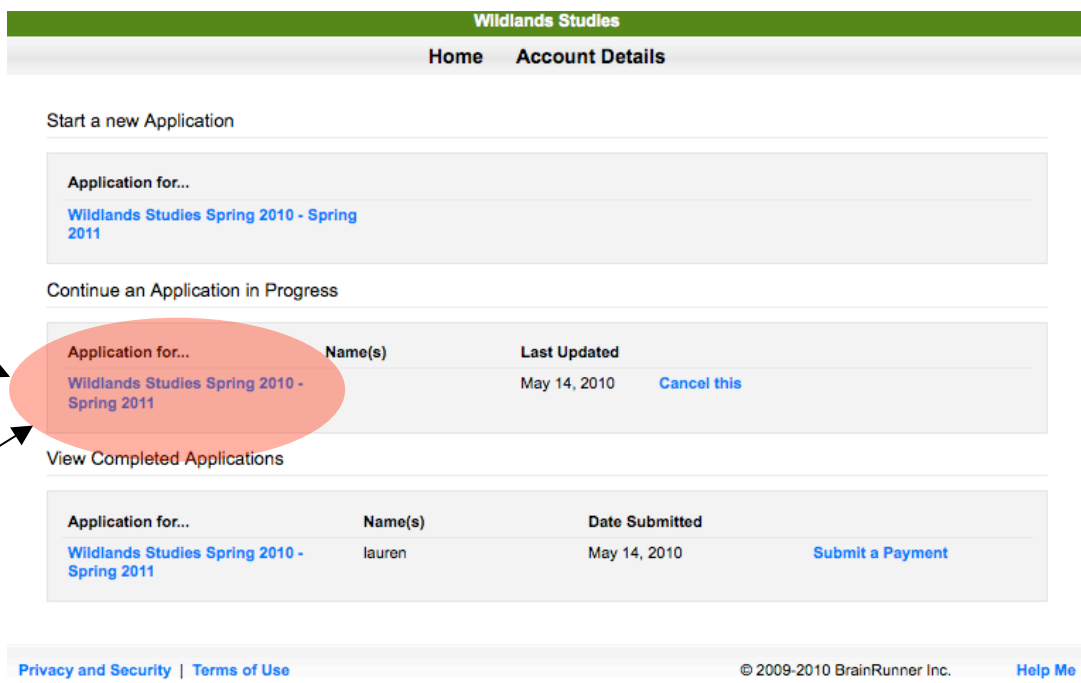
Application for...	Name(s)	Date Submitted	
Wildlands Studies Spring 2010 - Spring 2011	lauren	May 14, 2010	Submit a Payment

[Privacy and Security](#) | [Terms of Use](#) © 2009-2010 BrainRunner Inc. [Help Me](#)



NOTE: Before moving forward, you must already know the amount of your payment. If you have this information skip step 5 and proceed to step 6.

5. **To find out payment info:** Click on the link that appears directly below 'Application for...' (Highlighted red). The link should correspond with the semester that your course falls under.



The screenshot shows the Wildlands Studies account interface. At the top, there are navigation links for 'Home' and 'Account Details'. Below this, there are sections for 'Start a new Application' and 'Continue an Application in Progress'. The 'Continue an Application in Progress' section contains a table with the following data:

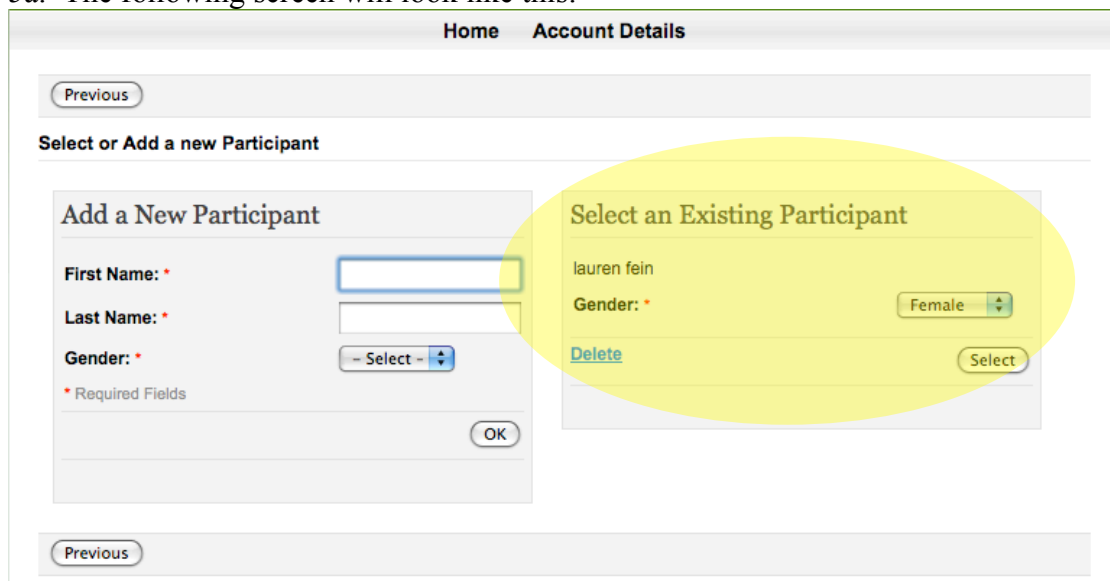
Application for...	Name(s)	Last Updated	
Wildlands Studies Spring 2010 - Spring 2011		May 14, 2010	Cancel this

Below this table is a section for 'View Completed Applications' with another table:

Application for...	Name(s)	Date Submitted	
Wildlands Studies Spring 2010 - Spring 2011	lauren	May 14, 2010	Submit a Payment

At the bottom of the page, there are links for 'Privacy and Security' and 'Terms of Use', a copyright notice '© 2009-2010 BrainRunner Inc.', and a 'Help Me' link.

- 5a. The following screen will look like this:



The screenshot shows the 'Select or Add a new Participant' screen. It features two main sections: 'Add a New Participant' and 'Select an Existing Participant'. The 'Add a New Participant' section has input fields for 'First Name', 'Last Name', and 'Gender', along with an 'OK' button. The 'Select an Existing Participant' section is highlighted in yellow and shows a list of participants with the following data:

lauren fein	Female	Delete	Select
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At the bottom of the page, there is a 'Previous' button.



- 5b. Confirm that the name listed under ‘Select an Existing Participant’ is you, and then click ‘Select’. The next screen will list every program. Locate your program and take note of the project fee and/or application fee depending on what you wish to pay for.
- 5c. Once you retrieve that information. Hit the ‘previous’ button twice and you should be back to the page in Step 4. **You are now ready to make a payment.**
6. To make a payment: Click the ‘Submit a Payment’ Box in the lower right hand corner (highlighted yellow)

The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Account Details'. Below the navigation bar, there are three sections:

- Start a new Application:** A single entry for 'Wildlands Studies Spring 2010 - Spring 2011'.
- Continue an Application in Progress:** A table with columns 'Application for...', 'Name(s)', and 'Last Updated'. It shows one entry for 'Wildlands Studies Spring 2010 - Spring 2011' with the name 'lauren' and the date 'May 14, 2010'. A 'Cancel this' link is visible.
- View Completed Applications:** A table with columns 'Application for...', 'Name(s)', and 'Date Submitted'. It shows one entry for 'Wildlands Studies Spring 2010 - Spring 2011' with the name 'lauren' and the date 'May 14, 2010'. A yellow 'Submit a Payment' button is located to the right of this entry.

At the bottom of the page, there are links for 'Privacy and Security' and 'Terms of Use', a copyright notice '© 2009-2010 BrainRunner Inc.', and a 'Help Me' link. Two black arrows point to the 'Submit a Payment' button and the 'Cancel this' link.

7. Click Continue on the following screen:

The screenshot shows a web interface with a navigation bar at the top containing 'Home' and 'Account Details'. Below the navigation bar, there is a large grey rectangular area with a 'Continue' button in the top right corner. Below this area, there is a text prompt: 'Please click **Continue** to submit an additional credit card payment for your existing registration.' Below the text prompt, there is another large grey rectangular area with a 'Continue' button in the top right corner. At the bottom of the page, there are links for 'Privacy and Security' and 'Terms of Use', a copyright notice '© 2009-2010 BrainRunner Inc.', and a 'Help Me' link.



8. You have now arrived at the Payment Page. Submit data into all required fields and click Submit.

SECURE PAYMENT PAGE FOR: country is empty or null

Wildlands Studies
PO Box 3403, Santa Cruz, CA, 95063
(831) 477-9955
wildlands@wildlandsstudies.com

Please enter your credit card details below.
Remember to verify your payment amount before clicking **Submit**.
If you want to select a different payment option or change your application, click the **Back** button below.

* Payment Amount:

Visa, Mastercard or Discover

* Credit Card Number:

* Expiry Date:
month year

* Card Holder's Name:

* Street Address:

* City:

* State/Province:

* Zip/Postal Code:

* Country:

9. You have now successfully made a payment. If you should have any other questions or issues, please don't hesitate to contact us.

